



Some other important
information



Establishing School Rules and School Expectations

We believe that

- Every student can make good choices
- Every student is responsible for their choice of actions
- Every student needs to understand that wrong choices may lead to misbehaviours which lead to learning consequences
- Every student has the right to learn without disruptions
- Every student has the right to feel safe in school
- Everyone must be respected at all times

Details of School Rules can be found in the Helpmate when it is available for you and your child.



School Expectations

- Students are expected to
 - attend school every day
 - abide by school and class rules
 - be on time for school
- Absence from school must be covered by a medical certificate with an SMC registered doctor
- Only twice a term will parents' letters of explanation be accepted



We establish
school rules
because

- School is committed to nurturing a safe and supportive learning environment for every pupil
- Students must learn to make good choices so that they can make their own school experience and also that of other students a joyful and meaningful one.
- Students also develop self-discipline and sound decision-making skills which are essential for success in life.



Attire and Grooming

Pupils must wear the prescribed school uniform and modification to the school uniform is not allowed



PE Attire

- Pupils may wear the prescribed PE attire on days when there are PE and PAL lessons
- Tee-shirt should be tucked in neatly at all times



Name Tags

Below School Crest

Acceptable Black Shoes and Socks

- Pupils must wear **full black** canvas shoes and white socks



- Clean full black canvas shoes (no designs on the shoes)
- Designer black shoes are strongly discouraged
- Clean full white socks (NO ankle socks) - at least 5cm above ankles

School Uniform

Appointed vendor: Bibi & Baba

- Ways to purchase:
 - Online (<https://www.schooluniforms.sg/marymount-mcs>)
 - Walk-in at Far East Shopping Centre
 - School canteen (after briefing)
- Primary 1 and 2 students will have approximately 4 days of Physical Education (PE) and Programme for Active Learning (PAL)
- Suggestion: purchase at least 1 set of pinafore and enough PE attires



Attire and Grooming

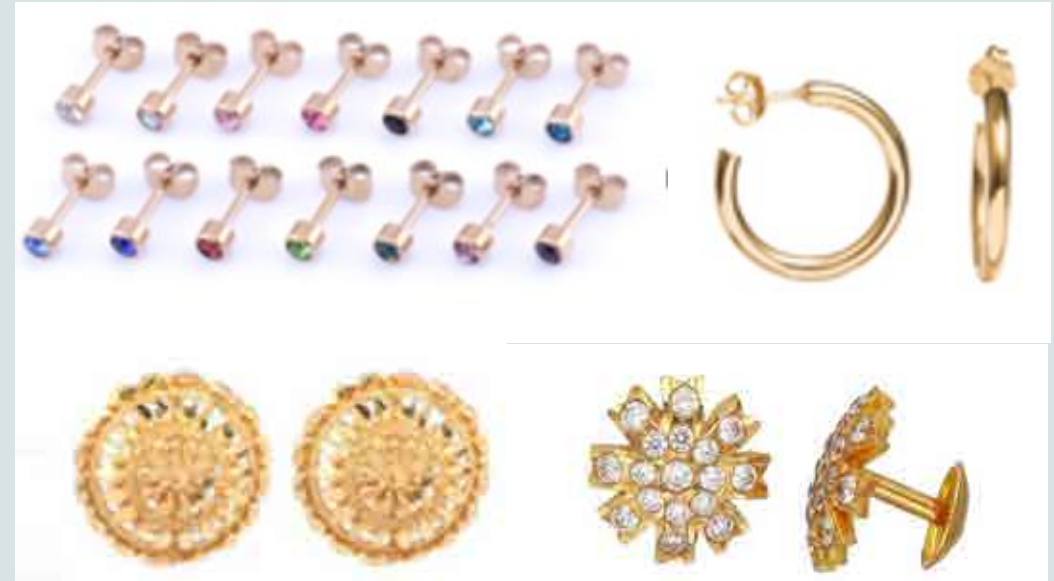
- Keep hair short above the shoulders. Outlandish hairstyles and coloured hair is strictly not allowed.
- Keep fringe short which should not touch the eyebrows or ears.
- Plait or tie long hair neatly using only black hairbands and ribbons.
- Hair pins or hair clips should have only plain designs in only **black** colours.
- Only **simple ear studs** are allowed.
- Personal or religious adornments, accessories or any jewellery pieces (rings, bracelets, necklaces, fancy watches and earrings etc.) are not allowed.

Some Examples of Ear Studs

ACCEPTABLE



UNACCEPTABLE



Everyday Items

- Pencil case containing at least two sharpened 2B pencils, an eraser, a sharpener and a ruler
- A thin, clear folder to put worksheets/letters in
- A storybook
 - English storybook - Mondays, Tuesdays and Wednesday
 - Mother Tongue storybook – Thursdays and Fridays

Gentle advice: Avoid trolley bags

School Bag

WITHOUT TROLLEY



WITH TROLLEY



Potential Challenges

Missing Items

- Stationery
- Missing shoes/ wearing a wrong pair of shoes

Therefore, students are encouraged to label the items and to take ownership and responsibility of the items.

Forgetting items

- A teachable moment to have her build confidence and answering for her mistakes.
- Do not deliver the items to school.

How to label the shoes



Note:

- Please use a marker to label shoes. For those with a black base, please use silver-inked pens.
- Please do NOT paste stickers as labels as they will drop off.

When your child
is unwell or
injured while in
school...

- Form Teachers/General Office staff will contact parents/guardians
- Parents/Caregivers are required to fetch your child home from school
- Parents/Caregivers to register at the school's Security Post before heading to the General Office to pick your child
- Parents/Caregivers to fill in the early dismissal slip before leaving the school with your child

Official Communication Channels

- Parents Gateway (for notifications from the school)
- Helpmate (aka the school diary)
- Email (3 working days)
- Telephone (General Office: 6256 6701)
 - Leave a message and the teachers will call you back within 3 working days

PARENTS GATEWAY (PG)

What is Parents Gateway?

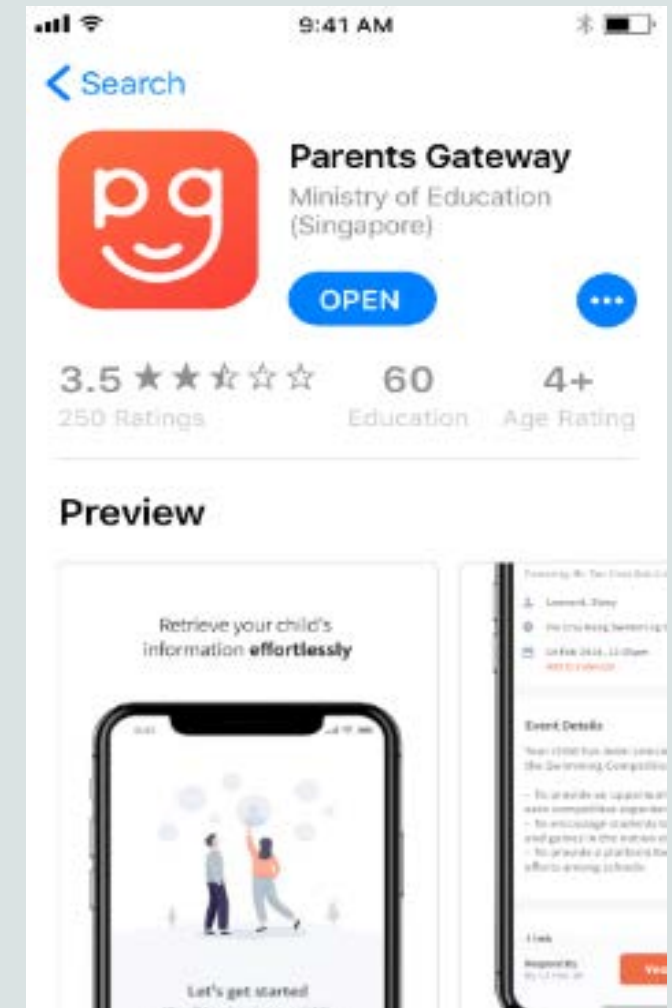
- Parents Gateway
 - a mobile app
 - **connects parents and schools** on key administrative matters and information
 - allows the school to **send updates** on programmes and activities to parents
 - allows parents to perform administrative functions such as **providing consent** for their children to participate in school activities.
- Who can access Parents Gateway?
 - Access to Parents Gateway is granted to parents and legal guardians of students studying in MOE schools in Singapore.
 - You will need your **SingPass** to access Parents Gateway.

Downloading Parents Gateway Mobile App

- Open the Apple App Store or Google Play Store app on your mobile phone
- Search for the 'Parents Gateway' mobile app
- Download and install the app on your phone
- Enable '**Allow Notifications**' to receive push notifications.

- Note:** Supported OS Versions –

Android 5.0 or later & iOS 8.0 or later



A Typical School Day

Morning Assembly	Recess (30 min)	In-Class Break (10 min)	School Dismissal Time
7.35 a.m.	9.30 a.m.	12 noon – 12.10 p.m.	1.30 p.m.

- School hours: **7.35 a.m. to 1.30 p.m.**
- Be in school preferably by 7. 30 a.m. (latest)
- Inculcate the good habit of punctuality (life skill)
- Allow your child to settle in before lessons begin (being early is good)
- Bring a storybook every day to read when they arrive earlier

Recess and Snack Time

- Recess for Primary 1: 9.30 a.m. to 10 a.m.
 - **For recess \$2.50 for daily pocket money will be sufficient**
- Break time: 12 noon
 - 10 minutes
- What to pack:
 - Dry, healthy bites (bite-sized)
 - E.g. fruits, biscuits, sponge cakes, bread, sandwiches

No sharing of food (hygiene purpose)

Healthy Bites

- Should contain less sugar and fats
- Should be high in fibre.
- Bring something that makes your child feel full for a longer period of time.
- Do bring fruits, nuts, cereals, wholemeal sandwich for their snack break.
- Do not bring potato chips, chocolates, sweets, cakes, sugary biscuits, muffins with cream, etc.

Birthday Celebrations/Tokens

Birthday celebrations are not allowed in school. The distribution of tokens or goody bags are also strongly discouraged so as to cultivate a culture of simplicity, as well as the increasing awareness of food allergies.

Smart Watches

Students are not allowed to wear smart watches (capable of making phone calls, sending text messages, storing of data, capturing of images, etc.)



Arrival and Dismissal Arrangements

Arrival Arrangements

Arrival

- Back Gate (Toa Payoh Rise) and Side Gate (Marymount Road) are accessible for arrival in the morning. It closes at 7.30 a.m. sharp, 5 min before morning flag raising ceremony begins
- If you drive into the school premises, you may drop off your child latest by 7.30 a.m. along the side of the foyer via Main Gate. Be early as traffic is usually heavy in the morning between 7.10 a.m. and 7.30 a.m.
- Please be **punctual and patient** when dropping off your child

Arrival and Dismissal Arrangements

Dismissal

- Back Gate and Side Gate are accessible for dismissal in the afternoon
- Arrange with your child the pick-up point (if not taking the school bus)
- If you are driving into school premises, you should pick up your child along the side of the foyer via Main Gate only after the school buses have departed (usually at about 1.45 p.m.)
- Please be **punctual and patient** when picking up your child

Parking in school is for staff only

**When dropping/picking girls at pick-up point,
please note the following:**



- Keep to the approved speed limit of 15 km/h.
- Move all the way to the front / first available alighting bay to alight your child.
- Do not overtake the vehicles in front of you. Queue in line accordingly at the alighting points.
- Alight your child only on the left side of the vehicle and not on the right side.
- Alight your child promptly upon arrival and move off promptly once she has alighted.

- For parents driving their daughter(s) to school in the morning, please move up to the next available slot
- Your child should be ready to alight when the car comes to a stop i.e. bag on her shoulders, lunch bag in her hands



For those who need a little more time alighting, please move to the area near the bookshop (as pictured). Parents are strongly discouraged to alight.



- For parents driving in **during dismissal**, please prepare a simple print-out of your daughter's name and class and place it on the dashboard.
- This facilitates identification during pick-up.



KEIRA LIM
P1 Gratitude

No parking at **Bus Bay**
at all times (unless
approval sought from
Security/Office Staff)



If your daughter is taking the school bus, we appeal to parents to speak to your child so that there is consistent messaging on **safety in the school bus**:

- Seat belts should always be fastened
- Responsibility in words and actions
- Refrain from speaking loudly so as to provide a safe ride for the driver and all passengers
- Eating and drinking not allowed in the bus



Car Decals

- Parents / Guardians who intend to drive to school are to purchase a car decal (\$6)
- The decal does not allow parking in the school but is required to strengthen the safety and security of the school
- Each car decal is serialised and the vehicle number will be printed on it
- For parents who have done the online purchase, please collect the car decal from the staff stationed at the booth (Outside the General Office)
- For parents who want to purchase do approach our staff stationed at the booth (outside the General Office).

Dismissal Mode

Dismissal Mode	What parents need to do
School bus	<p>Check the dismissal bus number, and write it clearly in your child's Helpmate</p> <p>*Do note that some arrival and dismissal bus numbers are different</p>
Private (car)	<p>Ensure your child knows the car plate number, and is able to recognise the car at the porch (to facilitate quick dismissal)</p> <ul style="list-style-type: none">• Parents are NOT to alight the car to assist the child in boarding the car, this will hold up traffic• A staff member will guide the students
Private (walking) includes taking the public bus	<p>Ensure your child knows who is picking her after school. Waiting point will be at the porch (main gate) and back gate only.</p>



First Week of School
(2 Jan to 5 Jan 2024)

P1 Classes In 2024

According to School Values

- 1 Gratitude (1G)
- 1 Humility (1H)
- 1 Zeal (1Z)
- 1 Compassion (1C)
- 1 Integrity (1I)
- 1 Respect (1RT)
- 1 Responsibility (1RY)

A PG will be sent end November 2023 to inform you of your child's class

First Week of School

January 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 	3 	4 	5 	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			 <small>© BlankCalendarPages.com</small>

School Hours (2 Jan 2024 only)

8.00 a.m. to 12 noon

- Students taking the school bus will be picked up at 12 p.m.

School Hours (3 Jan to 5 Jan 2024)

7.35 a.m. to 12.00 noon

Recess

9.30 a.m. to 10.00 a.m.

- A buddy will be assigned to your child for 2 weeks during recess time

Things to bring for the first 4 days

- The list of things to bring will be sent via Parents Gateway [PG]. Please follow the suggested things to bring as we do not want the girls to be taxed with a heavy bag. After the 4 days, follow the class timetable.

DAY/DATE	WHAT TO BRING
Tuesday, 2 Jan	<ul style="list-style-type: none">- 1 MCS A5 single-line exercise book (for English Spelling)- P1 MCS Thematic Booklets (ensure name is written on every booklet, and reinserted back into plastic sheet for submission)- STELLAR Handwriting 1
Wednesday, 3 Jan	<ul style="list-style-type: none">- Primary Mathematics Practice Book 1A- Primary Mathematics Textbook 1A

Things to bring for the first 4 days

DAY/DATE	WHAT TO BRING
Thursday, 4 Jan	<p><u>Chinese</u></p> <ul style="list-style-type: none">- 小学华文 Chinese Language for Primary Schools (HLHB 2.0)- 活动本一年级（上册） Activity Book 1A- 习字本一年级（上册） Writing Book 1A- 2 A5 Big Square exercise books <p><u>Malay</u></p> <ul style="list-style-type: none">- Cita Activity Book 1A- 1 A5 Single Line exercise book (for Malay Spelling)- 1 Jotter book (Broad Line) <p><u>Tamil</u></p> <ul style="list-style-type: none">- THEEN THAMIZH Workbook 1A- 1 A5 Single Line exercise book
Friday, 5 Jan	<ul style="list-style-type: none">- Report Book- My FTGP Journal Primary 1

Tuesday, 2 January 2024 (Day 1)

Time	Programme	
Before 8.00 a.m.	<div>Students to be dropped off</div> <ul style="list-style-type: none">• Parents are only allowed until the foyer to hand over children• Teachers guide students to the classroom.• Parents attending P1 Parents' Briefing to proceed to the hall.	
	Students	Parents
8.15 a.m. to 9.15 a.m.	Classroom Activities	<ul style="list-style-type: none">• P1 Parents' Briefing in the Hall

Tuesday, 2 January 2024 (Day 1)

Time	Programme	
9.15 a.m. to 10 a.m. (subsequent recess time for Primary 1s will be 9.30 a.m. to 10 a.m.)	Students	Parents
	<p>Recess for P1s</p> <ul style="list-style-type: none">• Day 1: Teacher-guided on Day 1• Days 2 & 3: Buddy Programme with P5s<ul style="list-style-type: none">• Guide P1s on how to buy their food, how to line up, etc• Show P1s around the school compound (especially key areas like the General Office and washrooms)	<p>Observation of recess</p> <ul style="list-style-type: none">• Allow your child to mingle with her friends.• Ensure you stand behind the barrier. <p>All parents should leave the school grounds by 10 a.m.</p>

Tuesday, 2 January 2024 (Day 1)

Time	Programme
10 a.m. to 12 noon	School Programme for the Primary 1 students
12 noon	<u>Dismissal</u> Students taking the school bus will be guided up their bus with the help of the bus drivers. Students who leave via the <u>gates (main and back)</u> will be led by teachers. Caregivers will need to wait at the various gates. Those whose caregivers are not present will not be released. Students taking private transport will wait at the porch, under the supervision of teachers. Caregivers who drive will have to wait till the buses leave the compound before driving in.

From Wednesday, 3 January 2024 (Day 2 onwards)

Day/Date	Details
Day 2 onwards	Arrival: Parents are only allowed till the porch/ back gate. There will be teachers and prefects guiding your child Dismissal: As per Day 1

2 Jan to 5 Jan 2024 (Week 1)

Please inform the school if you wish to:

- fetch your child only at 12 noon or 1.30 p.m.
- have your child take the school bus at 1.30 p.m.
- attend the Good Shepherd Student Care after school

A Parents Gateway (PG) notification will be sent to you in mid-December for you to inform the school on the above in addition to the hardcopy already sent out to you together with the Orientation invitation.

Please indicate via the PG as a first practice for you to respond via PG.

Students with Good Shepherd Student Care

- 2 Jan to 4 Jan – they may attend GSSC from 12 noon onwards
- 8 Jan onwards – they will attend GSSC from 1.30 p.m. onwards

Bus Vendor

- Our appointed bus vendor is Big One Transport Service

To contact them:

- Online (<https://www.bigonetransport.com/>)
- School canteen today (after dismissal of the girls)



Changes To Note

1. Student Care email address :
goodshepherdsc@marymountctr.org.sg
2. Delivery Service Fee for School Books - \$14.60



If you have any questions,
please feel free to
approach colleagues
wearing the Marymount
lanyards